

Detailed Information, TANF Participation Hours Changes

Activity Hour Edits

EMPS, EMPL, and EMPR will ensure that the hour requirements are met for each participant, including meeting the minimum total hours, the minimum primary hours, as well as ensuring that the maximum secondary hours are not exceeded.

One parent households:

- If the participant has an adult child indicator of A or I, and there is no other participant on the case who is coded with an adult child indicator of N or F (regardless of the N or F's participation code), then TEAMS will check the following:
 - SSDO will be checked to determine if there are children under 6.
 - If a child under 6 is found, the child must have a participation code of IN, SC, TR, or DQ (UB's are excluded).
 - If these two conditions are met, then the total minimum hours required will be 108; otherwise, the minimum hours required will be 132.
- If the participant has an adult child indicator of A or I, and there are other participants on the case who are coded with an adult child indicator of N or F, then TEAMS will check the following:
 - SSDO will be checked to determine if there are children under 6.
 - If a child under 6 is found, the child must have a participation code of IN, SC, TR, or DQ (UB's are excluded).
 - If these two conditions are met, the Parental Connection & Relationship (PACR) screen will be checked to determine if there is a parental connection between the A or I participant and the child. If there is a parental connection, the total minimum hours required will be 108; otherwise, the minimum hours required will be 132.
- If the participant has an adult child indicator of F, then TEAMS will check the following:
 - SSDO will be checked to determine if there are children under 6.
 - If a child under 6 is found, the child must have a participation code of IN, SC, TR, or DQ (UB's are excluded).
 - If these two conditions are met, the Parental Connection & Relationship (PACR) screen will be checked to determine if there is a parental connection between the F participant and the child. If there is a parental connection, the total minimum hours required will be 108; otherwise, the minimum hours required will be 132.



- If the participant has an adult child indicator of T, then the required minimum hours will be 132.

Two parent households:

- If the participant has an adult child indicator of A or I, then the minimum hours required will be 132.
- If the participant has an adult child indicator of F, then TEAMS will check the following:
 - SSDO will be checked to determine if there are children under 6.
 - If a child under 6 is found, the child must have a participation code of IN, SC, TR, or DQ (UB's are excluded).
 - If these two conditions are met, the Parental Connection & Relationship (PACR) screen will be checked to determine if there is a parental connection between the F participant and the child. If there is a parental connection, the total minimum hours required will be 108; otherwise, the minimum hours required will be 132.
- If the participant has an adult child indicator of T, then the required minimum hours will be 132.



Minimum Total Hours Messages

EMPS

- TOTAL NEG HRS MUST BE BETWEEN 108 AND 160 HOURS will be displayed if the individual is required to have a minimum of 108 and the hours are less than 108 or more than 160.
- TOTAL NEG HRS MUST BE BETWEEN 132 AND 160 HOURS will be displayed if the individual is required to have a minimum of 132 and the hours are less than 132 or more than 160.

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EMPL

- TOTAL NEG HRS MUST BE BETWEEN 108 AND 160 HOURS will be displayed if the individual is required to have a minimum of 108 and the total hours are more than 160. (TEAMS does not check for the minimum primary hours until authorization is attempted on EMPS. This way TEAMS will allow entry of a partial EP/FIA for a participant and allow the work to be saved.)
- TOTAL NEG HRS MUST BE BETWEEN 132 AND 160 HOURS will be displayed if the individual is required to have a minimum of 132 and the total hours are more than 160.

- TANF AUTH/ISSUED - NEG HOURS MUST BE BETWEEN 108 AND 160 will be displayed if the individual is required to have a minimum of 108 and benefits have been issued or EMPS has been authorized and the hours are less than 108 or more than 160.
- TANF AUTH/ISSUED - NEG HOURS MUST BE BETWEEN 132 AND 160 will be displayed if the individual is required to have a minimum of 132 and benefits have been issued or EMPS has been authorized and the hours are less than 132 or more than 160.

EMPR

- TOTAL HOURS BELOW MINIMUM, FIX NOW OR HIT ENTER TO CONTINUE will be displayed if the individual's reconciled hours are below the minimum.

Minimum Primary Hours Messages

EMPS

- PRIMARY HOURS MUST BE GREATER THAN OR EQUAL TO XXX. (The XXX field of the message will contain 92, 100, or 112.) This message will be displayed when a WoRC Case Manager enters his or her password in the WORC AUTH field and one or more person's negotiated hours fall below the minimum primary hours. In addition, TEAMS changes the NEG HRS number to red for the person(s) who are not meeting the minimum primary hours.

EMPL

- PRIMARY HOURS MUST BE GREATER THAN OR EQUAL TO XXX. (The XXX field of the message will contain 92, 100, or 112.) If benefits have been authorized on EMPS or EXPD or benefits have already been issued, EMPL will ensure the participant meets minimum primary hours before allow changes to be saved. The WoRC Case Manager may exit EMPL using F2 or F3 and the changes will not be saved, or she/he can make further changes until the hours meet the requirements.

EMPR

- PRIMARY CMPNT HRS TOO LOW, FIX NOW OR HIT ENTER. This message will be displayed when the individual's primary hours are below the minimum.

HNC Maximum Hours

For benefit months of January 2008 and later, the maximum number of hours allowed for the HNC component will be as follows, and associated error messages will be updated with these new hours.

The number of days for which the HNC code is used.	A participant required to have 108 hours.	A participant required to have 132 hours.
Less than 8 days	27	33
8 – 14 days	54	66
15 – 21 days	81	99
More than 21 days	108	132

EXPD Change

Since the Tribal NEW and FHP components do not require authorization on EMPS, EXPD will now determine if the participant is required to have a minimum of 108 or 132 hours. Starting with the benefit month of January 2008, EXPD will determine if the case is a 1-parent household, with a child under 6, and the child has a participation code of IN, DQ, TR, or SC. If there is a parental connection between the participant and the child, then the participant's total hours will be a minimum of 108 hours. If the hours are below 108, then the message - EP/FIA HOURS DO NOT MEET MINIMUM OF XXX FOR POA ZZ will be displayed on EXPD (where XXX is 108 and ZZ is the POA number of the participant). If the minimum required hours are 132 and the total hours are less than 132, then the message - EP/FIA HOURS DO NOT MEET MINIMUM OF XXX FOR POA ZZ will be displayed on EXPD (where XXX is 132 and ZZ is the POA number of the participant).

Rollover Change

Starting with the benefit month of January 2008, rollover will determine the minimum hours for each participant requiring an EP/FIA as described above. If the participant's hours are less than the minimum, the case will not be auto-authorized and an alert will be set regarding the case not meeting auto-authorize criteria. (NO LONGER MEETS AUTO-AUTH CRITERIA)